

OFFICE OF THE SECRETARY OF THE STATE
JOB OPPORTUNITY

FISCAL ADMINISTRATIVE ASSISTANT
BUSINESS OFFICE - MSS UNIT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: 30 Trinity Street, Hartford, CT. 06106

Job Posting No: 1318AR19

Hours: 40 hours per week

Salary: Pay Plan AR-19 Step 1- \$55,797.00 -for new hires to state service

Closing Date: Close of business - DECEMBER 5, 2016

Eligibility Requirement: Candidates must have applied for and passed the FISCAL ADMINISTRATIVE ASSISTANT exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of bookkeeping, financial records keeping and basic governmental Accounting principles and practices, knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills oral and written communication skills, considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

General Experience: Four (4) years of experience in complex clerical work in one or more fiscal/administrative function, such as accounting, accounts examining, budget management, grant administration, human resources and payroll or purchasing.

Substitution Allowed: College training may be substituted for General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years. One (1) year as a pre-professional trainee in fiscal/administrative work may be substituted for the General Experience

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Complete Application CT-HR-12 (www.das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment via **US MAIL** to:

Office of the Secretary of the State
HUMAN RESOURCES DEPT.
30 Trinity Street – 3rd floor

Hartford, Connecticut 06106

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.